



SOUTHERN ACADEMY
of HIGHER EDUCATION

STUDENT PORTAL GUIDE

How to Log In & Enrol in Your Subjects

A step-by-step guide to signing in to your student portal, choosing your subjects for the semester, and confirming your enrolment — written for students, no jargon.

Student Services · Southern Academy of Higher Education

If you get stuck at any point, you are not on your own — contact details are on the last page.

WELCOME

Before you start

This guide walks you through two things: **signing in** to the SAHE student portal, and **enrolling yourself in your subjects** (we call this “Subject Selection”). Follow it in order the first time — after that, most of it becomes second nature.

What you need

- A phone, tablet or computer with a web browser
- An internet connection
- Your **welcome email** from SAHE (it has your sign-in link)
- Your **Student ID** or the email you gave the college

How long it takes

- Setting your password — about 2 minutes
- Signing in — under a minute
- Choosing your subjects — 5 to 10 minutes

You can save a draft and come back later, so there is no rush.

- 1 Set your password** — first-time access from your welcome email
- 2 Sign in to the portal** — your day-to-day login
- 3 Find Subject Selection** — getting to the enrolment page
- 4 Choose your subjects** — the recommended list and other options
- 5 Pick class days & times, then submit** — the rules, and Save vs Submit
- 6 What happens after you submit** — approval, payment, enrolment
- 7 Help & common questions** — troubleshooting and who to contact

PART 1

Set your password (first time only)

The very first time, you need to create a password. You only do this once.

1 Open your welcome email

SAHE sends you an email inviting you to the student portal. Open it and look for the button that says “**Set your password**”. Tap or click it.

Can't find the email?

Check your **Junk** or **Spam** folder, and search for “SAHE”. If it still isn't there, use “**Forgot password?**” on the sign-in page (see Part 2) — it does the same job.

2 Create your password

Type a password you'll remember, then type it again to confirm. For your security, choose something:

- At least **8 characters** long
- Not made up only of numbers
- Not obvious (avoid your name, “password”, or “12345678”)

Press the button to save it. You'll see a confirmation that your password is set.

3 You're ready to sign in

Once your password is saved, the portal takes you to the sign-in page. Continue to Part 2.

Keep it private

Your password is yours alone. SAHE staff will never ask you for it. Don't share it with classmates, agents, or family.

PART 2

Sign in to the portal

This is how you get in every time from now on.

1 Go to the portal

Open your web browser and go to the portal link from your welcome email (or the address your college gave you). You'll land on the **Sign in** page.

2 Enter your details

In the first box, type your **Student ID** or the **email address** you registered with. In the second box, type your **password**.

 **Sign in** — Southern Academy of Higher Education

STUDENT ID, USERNAME OR EMAIL

PASSWORD

☐ Remember me [Forgot password?](#)

Sign in

Tip: press and hold the eye icon next to the password to check what you've typed.

3 Choose “Remember me” on your own device

Tick **Remember me** only on a phone or computer that is *yours*. On a shared or public computer, leave it unticked and always sign out when you finish.

4 Press “Sign in”

You'll arrive at your **Dashboard** — your home screen in the portal.

Forgot your password?

Click “**Forgot password?**” on the sign-in page, enter your email, and follow the link we send you to set a new one. The link is valid for a limited time, so use it soon after it arrives.

PART 3

Find “Subject Selection”

Enrolling in your subjects happens on the **Subject Selection** page.

1 Open it from your Dashboard

From your Dashboard, look for **Subject Selection** (it may also appear as a reminder or button when selection is open for your next semester). Tap it to open.

2 If it says “Selection is not open”

That’s normal — it simply means enrolment for the next semester hasn’t opened yet. **You don’t need to do anything.** We’ll notify you the moment it opens.

3 Understand the top of the page

When selection is open, four summary cards sit at the top so you always know where you stand:

Card	What it tells you
Chosen for [term]	How many subjects you’ve ticked so far this semester.
Subjects to pick	How many you’re expected to take (e.g. “4”, or a range like “3 to 4”).
Left in your course	How many subjects remain before you finish your whole course.
CoE ends	When your Confirmation of Enrolment finishes, and how many semesters you have left.

If you see “Your CoE runway is tight”

It means you have a lot to complete in the time remaining. Take a full load this semester and talk to Student Services about your study plan.

PART 4

Choose your subjects

The page has two lists: the subjects we **recommend** for you, and the **full list** if you want to choose differently.

1 • “Recommended for you” — the easy path

Student Services has already planned the right subjects for your semester and ticked them for you. If you’re happy with them:

- **Leave them ticked** and go straight to submitting (Part 5).
- Because they match your plan, your selection is **approved straight away** — no waiting for review.

Our recommendation

Unless you have a specific reason to change, keeping the recommended subjects is the quickest, smoothest way to enrol.

2 • “Or choose differently” — the full list

Below the recommendations is every subject you’re eligible to take, grouped to make it easy to browse. You can:

- **Search** by typing a subject name in the search box.
- **Filter by requirements** — show only subjects whose requirements you’ve already *Met*.
- **Tick** any subject to add it, or **untick** a recommended one to swap it out.

Changing the plan means a quick review

If you swap or add a subject that wasn’t recommended, your selection is sent to **Student Services for review** before it’s approved. That’s to make sure your choice fits your course and timetable — you’ll be notified of the outcome.

Subjects you’ve already completed won’t appear in the list.

On each subject row	What to do
Tick box	Tick to choose the subject; untick to remove it.
Class (day & time)	If a subject runs at more than one time, pick the class that suits you (see Part 5).
Requirements	Shows whether you’ve met what’s needed to take the subject.
Fee	The cost of the subject, so you can see your total.

PART 5

Pick class times, then submit

Choose a class day & time

Some subjects have just one class — nothing to choose. Others offer a few. For those, pick the **day and time** that works for you from the options on that row. Picking a class automatically ticks the subject.

Three simple rules the page checks for you

A live counter and warnings guide you as you go — you won't be able to submit until everything is right:

- **The right number of subjects** — stay within the number shown in “Subjects to pick”. The maximum is a hard limit.
- **A class chosen for every subject** — if a subject has several classes, you must pick one.
- **No timetable clashes** — you can't be in two classes at the same time on the same day. The page warns you if two choices overlap.

Save a draft, or submit

At the bottom of the page, a bar stays in view with your live count and three buttons:

Button	What it does
Save draft	Keeps your choices so you can come back and change them later. Nothing is submitted yet.
Submit	Sends your selection for approval and holds your seats in those classes. Do this when you're happy.
Cancel draft	Removes a saved draft and your ticked choices, so you can start again.

Not sure yet?

Use **Save draft**. Your choices are kept and your seats aren't held until you actually **Submit**, so take your time.

Need more subjects, or a break?

If you need more than the maximum number of subjects, or you want to **defer** or take **leave** next semester, don't force it here — **raise a ticket with Student Services** (or email them) and they'll sort it out with you.

PART 6

What happens after you submit

After you submit, the page shows a clear status. Here's what each one means and what to do next.

You see...	What it means	What to do
Approved	Your selection is accepted (recommended plans are approved automatically).	Pay your semester invoice to confirm your enrolment (see below).
With Student Services	Your choice differs from the recommended plan, so it's being reviewed.	Nothing — just wait. You'll be notified of the outcome.
Changes requested	Student Services has asked you to adjust your selection (they'll include a note).	Open Subject Selection, make the change they mention, and submit again.
Enrolled	You're fully enrolled for the semester. 🎉	Check My Timetable for your class days and times.
Not approved	Your selection couldn't be approved as submitted.	Contact Student Services — they'll help you find a workable plan.

Paying to confirm your enrolment

Once your selection is approved, an **invoice** is raised for the semester. Your enrolment is confirmed once that invoice is paid. On the Subject Selection page you'll see the invoice number, the amount owing, and the due date. Pay it before the due date to lock in your place.

You did it

When your status reads **Enrolled**, you're all set. Head to **My Timetable** to see where and when your classes run, and add them to your calendar.

PART 7

Help & common questions

Troubleshooting

Problem	Try this
"Invalid login" when I sign in	Check for typos and extra spaces. Make sure Caps Lock is off. Use "Forgot password?" to reset if needed.
I never got the welcome email	Check Junk/Spam and search "SAHE". Then use "Forgot password?" with your registered email, or contact Student Services.
The reset link doesn't work	The link expires after a while. Request a fresh one from "Forgot password?" .
"Subject Selection is not open"	Enrolment hasn't opened yet for the next semester. Wait for our notification — nothing to do now.
The Submit button won't work	Check the warnings at the bottom: too many/few subjects, a class not chosen, or a timetable clash. Fix those and it will enable.
I need more subjects than allowed	Raise a ticket with Student Services — they can adjust your load.

Quick answers

Can I change my mind?

Yes — while it's a **draft**, change it freely. After you submit, contact Student Services if you need to adjust.

Will I lose my choices?

No. **Save draft** keeps them so you can finish later on any device.

Is my seat held?

Only after you **Submit**. A saved draft does not hold seats.

When am I officially enrolled?

When your status shows **Enrolled** — after approval and payment of your semester invoice.

Still need a hand? Contact Student Services

We're happy to help with anything in this guide.

✉ studentsupport@sahe.nsw.edu.au

Or raise a ticket from the portal's **Student Services** / Help section.